

**WISCONSIN AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT**

VACANCY ANNOUNCEMENT NUMBER: 21-076ANG

FY21 Realignment

OPENING DATE: 20 April 2021

CLOSING DATE: 04 May 2021

FILL DATE: TBD

POSITION TITLE: Education & Training

AFSC REQUIREMENTS: 3F271

GRADES AUTHORIZED TO APPLY: E6 – E7

MINIMUM SKILL LEVEL REQUIRED: 7 Skill Level

UNIT/LOCATION: 128 ARW, Milwaukee, WI

AREA OF CONSIDERATION: Open to T32 Technicians of the 128th ARW in the FSS work center

MINIMUM QUALIFICATION REQUIREMENTS

1. Members must meet physical fitness standards IAW AFI 36-2905, Air Force Fitness Program.
2. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.
3. Personnel must have sufficient retainability to permit completion of tour of duty. Cannot be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.
4. Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.
5. While there is no minimum time in position required for application, if selected individual has less than 18 months in current position on initial tour or 12 months in position on subsequent tour, final approval is contingent upon TAG waiver.
6. At a minimum, applicants must be able to obtain and /or maintain a favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Inability to maintain a favorable background investigation or required security clearance may result in administrative action, including termination from employment.

CONDITIONS OF EMPLOYMENT

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. Member must remain in initially assigned position for a minimum of 24 months.
2. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding in accordance with Attachment 2 of ANGI 36-101.
3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.
4. Applicants must not have been separated "for cause" from active duty or a previous AGR tour.
5. Existing ANG Promotion Policies apply.

BRIEF DESCRIPTION OF DUTIES:

Develops, delivers, and evaluates E&T programs. Applies instructional system development (ISD) process. Collects and analyzes job performance data, and conducts occupational analysis surveys. Compares individual knowledge and skills with job standards, and identifies E&T requirements. Develops and validates standards. Determines adequacy of existing courses and programs. Screens and validates formal E&T requirements. Develops objectives to meet Air Force academic, vocational, and technical standards. Determines most cost effective method to deliver E&T. Sequences objectives; selects instructional design, method, and media; and identifies resource needs. Creates materials to support objectives. Develops tests and standards to measure individual abilities. Evaluates E&T programs, recommends actions to correct deficiencies, and oversees evaluations and surveys. Conducts, validates, and revises programs and instruction. Coordinates user feedback with career field managers and E&T providers, and monitors corrective actions. Proctors exams. Maintains and controls testing materials. Administers E&T programs. Serves as E&T program manager. Consults on ISD process and career field E&T plans (CFETP). Advises on E&T materials and services. Conducts work center visits, and organizes programs to develop and conduct job site training. Advises on unit and individual E&T progress. Identifies E&T providers, capabilities, and resources, and ensures availability of materials. Recommends revisions to E&T programs and CFETPs. Helps obtain and analyze history of E&T achievements, establish goals, and enroll in classes, courses, and programs. Prepares and maintains records, files, and materials. Maintains liaison with activities conducting, scheduling, or supporting E&T requirements. Coordinates and schedules events and facility use. Requests course quotas; monitors formal E&T process; and maintains records of course attendance, withdrawals, completions, and costs. Manages automated systems and products, measurement tools, multimedia and maintenance qualification training programs, and the extension course program. Coordinates contingency task training. Oversees E&T activities. Organizes E&T programs to achieve educational goals and mission requirements. Prepares directives to manage and control E&T programs. Implements policies and coordinates changes. Develops and manages reporting procedures. Maintains E&T data, and provides statistical reports on programs and operations. Monitors progress, identifies problem areas, determines causes, recommends corrective action, and provides counsel. Organizes and controls facilities, supplies, and equipment to support E&T needs. Forecasts E&T requirements, determines validity, and assesses cost. Participates in utilization and training workshops, training planning teams, and training planning groups.

SPECIALTY QUALIFICATIONS:

Knowledge. Knowledge is mandatory of: principles, policies, and procedures of Air Force E&T programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning process, curriculum development, training evaluations, and E&T systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts.

Education. For entry into this specialty, completion of high school or higher education level is mandatory. Academic courses in English grammar and composition, speech, psychology, guidance, and sociology are desirable.

Training. For award of AFSC 3F231, completion of the basic E&T course is mandatory.

Experience. The following experience is mandatory for award of the AFSC indicated: 3F251. Qualification in and possession of AFSC 3F231. Also, experience conducting or developing education or training programs. 3F271. Qualification in and possession of AFSC 3F251. Also, experience conducting, supervising, or developing education or training programs.

Other. The following are mandatory as indicated: For entry into this specialty: Prior qualification in any AFSC at the 5-skill level or higher (or 3-skill level if no 5-skill level exists). Minimum grade E-4. For ARC, minimum grade E-4. ARC retraining packages are approved by respective ARC 3F2XX Career Field Manager. For RegAF, written recommendation for retraining approval from the senior installation 3F2XX and retraining package (to include retraining recommendation memorandums) must be reviewed and approved by the Air Force 3F2XX Career Field Manager. Retraining into the 3F2X1 career field within the Air Force Reserve is restricted to the grades of E-7 and below. See attachment 4 for additional entry requirements. For entry, award, and retention of these AFSCs, ability to speak distinctly. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.

HOW TO APPLY

All documents must be personally identifiable and must include date if required.

All applicants must submit a complete application packet to HRO to be considered for an AGR position. All Applicants must submit an application that includes the following:

- ☐ Cover letter with Job Announcement Number and Position Title for which you are applying, current Military Status (AGR, Technician, Traditional, Active Duty), along with contact information (i.e. Phone numbers and an e-mail address). **Required for all applications.**
- ☐ If you are unable to obtain or must substitute required documents, a detailed statement must be provided in the Application Cover letter to justify the absence. **Failure to include justification for missing or replaced documentation in cover letter will result in disqualification of Application. Documents submitted after the closing date will not be accepted.**
- ☐ **NGB Form 34-1** (Application for AGR Position) dated 11 November 2013 (**must be provided even if already AGR; must be signed and dated**). Manually signed copy accepted. Digital signature may fall off when combining PDF files. Double check prior to sending packet.
- ☐ **Record Review RIP** (**NOT point credit summary or Career Data Brief**) complete and current. Other Service Components submit appropriate individual personnel information printout. This is used to verify AFSCs, aptitude scores, position status, time in service, time in grade, etc. This can be pulled from VMPF. If you cannot pull contact your A1.
- ☐ **Member Individual Fitness Report**. All airmen will provide a satisfactory fitness test by the last day of the month, not outside 12 calendar months (must meet this requirement by the closing date). Will not accept the "I AM FIT" report.
- ☐ Current (within 12 months) **AF Form 422**, Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score and if any PULHES are a "3", a statement indicating that individual is Worldwide Deployable. If you do not know where to obtain a 422 contact your Medic section. A working copy will be accepted to show the process has been started if most current 422 is not within 12 months of the closing date. This is used to verify PULHES and medical readiness.
- ☐ **DMA FORM 181-E** (Race and National Origin Identification). Form is required for packet. However, completion is voluntary. Please see further instructions on the form.
- ☐ All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

1. E-mail **SCANNED** application encrypted to AGR POCs MSgt Melanie Kasten and SrA Toni Trentadue: melanie.l.kasten@mail.mil, and toni.m.trentadue@mail.mil. An email will be sent to confirm receipt of application. **Emails verifying receipt are not automatic.** Feel free to call Comm (608) 242-3723 or (608) 242-3730 to verify receipt of your packet. Scan file in as 1 PDF. Contact your unit to assist if needed.

2. **HRO will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure that application is complete and all required documents are correct and included.** If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

3. Questions regarding this announcement may be referred to AGR Staffing, Comm (608) 242-3723 DSN 724-3723 or e-mail nq.wi.wiarng.mbx.hro-internet-feedback@mail.mil